

JC Decorators

Professional Decorators

Health & Safety

Policy

2017

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Part 1 Health & Safety Policy

1.0 Statement of General Policy

Our statement of general policy is:

- To provide adequate control of the health & safety risks arising from our work activities for our contractors and all persons likely to be affected by them including customers, sub-contractors and the public
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision as necessary to all persons affected by our activity
- To ensure all persons are competent to do their tasks, and to give them adequate training if needed
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To ensure that any contractor or sub-contractor carrying out work on our behalf complies with the relevant regulations and requirements of the organisation's safety policy
- To provide adequate financial resources for the implementation of the health & safety arrangements
- To continually improve our health & safety performance
- To comply with all health & safety legislation as a minimum standard
- To review and revise this policy as necessary at regular intervals.

John Clinton

Signed: _____

Date: _____

Part 2 Organisation and Responsibilities

2.0 Management Responsibilities

Health & safety responsibilities reflect the general duties in respect of their management position within the organisation. The level of responsibility and hence the degree of planning, implementation and monitoring reflect the management grade and line responsibility.

2.1 Proprietor

Overall responsibility for health and safety for the organisation, in particular for:

- Ensuring that adequate resources are available to implement the health & safety policy.
- Ensuring health & safety performance is regularly reviewed.
- Establish and develop health & safety policies for the organisation.
- Develop, contribute and maintain a positive health & safety culture.
- Will report all Notifiable accidents as appropriate

In his role as Contracts Organiser John Clinton will:

- Ensure that site supervisors (when applicable) carry out work to the required standards as laid down in the organisation policy. Take disciplinary action against those that fail to work to the required standard of Health & Safety.
- Allocate adequate resources to cover sound working methods and reasonable welfare facilities (where applicable)
- Determine at planning stage
 - The most appropriate order and method of working
 - The provision of adequate lighting and safe method of electrical distribution (where none in place)
 - Information on welfare facilities and evacuation procedures for the site
 - Any training or instruction required for personnel
- Provide written instructions in unusual situations not covered by organisation Policy to establish working methods outline potential hazards at each stage and indicate precautions to be adopted.
- Ensure, so far as reasonably practicable, that work:
 - Is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds and update written assessments as necessary.
 - Is carried out in accordance with appropriate statutory requirement

2.2 Supervisor/Foreman (where applicable)

Responsible for the day-to-day safe work activity on any site of those reporting to them sub-contractors
To ensure that:

- All health and safety legislation applicable to the area of responsibility is observed.
- All persons are aware of any safety arrangements peculiar to that site.
- All their persons receive adequate health & safety training which will enable them to work safely and notify John Clinton where deficiencies or new requirements are identified.
- Any person injured on the premises receives appropriate attention by Appointed Person and that all accidents are reported as required as laid down in the health & safety policy accident procedure.
- The supervisor must ascertain the method of sound alarm system for the site where work is being carried out
- All staff is given instruction on the fire precautions and evacuation procedure for that site.
- All staff including sub-contractors is made aware of the sites first aid arrangements.

2.3 Training

All persons will be provided with health & safety induction training on joining the organisation and refresher training at intervals as necessary. Additional and specific health & safety training will be provided where appropriate.

Part 3 Arrangements – Health & Safety Policy Procedures and Guidance

3.0 Emergency Systems & Procedures

3.1 Accident Reporting

3.2 Procedure

The accident reporting procedure is:

- If the accident is serious, the first course of action is to dial 999 for an ambulance.
- The person involved in the accident should tell their supervisor as soon as practicably possible.
- If there is no site supervisor, they should contact John Clinton as soon as practicably possible.
- The site supervisor (if applicable) must then inform the John Clinton as soon as practicably possible, but always within 24 hours of the incident being reported to them.
- An entry must be recorded in the Accident Book (form B1 510), which must be completed to record the details of the incident. If appropriate, the Supervisor will complete the client's site copy of the accident book.
- If the accident is considered to be life threatening, the John Clinton or Principle Contractor must inform the HSE.
- If the accident is a specified injury (formerly Major Injury*), the John Clinton will inform the HSE via the Incident Contact Centre (having briefed the H&S consultant previously).
- For all other accidents including 7 day lost time accidents** if it is necessary to do so, the John Clinton will complete the appropriate RIDDOR form and:
 - a) On line HSE Website <http://www.hse.gov.uk/riddor/report.htm> and (b) place a copy of the same with the personnel file of the employee involved.
 - b) If it is necessary to do so, John Clinton will complete the appropriate RIDDOR form send it to the relevant authority.

* Specified injury accident is a fracture, amputation etc. as defined in RIDDOR 2013

** 7 Day lost time accident is 7 consecutive days absent from work or not able to carry out normal duties excluding day of accident as defined in RIDDOR 2013

3.3 Fire Precautions

3.3.1 Fire Legislation

The Regulatory Reform (Fire Safety) Order replaces the Fire Precautions and the Fire Precautions (Workplace) regulations. There is a requirement for a fire risk assessment to be carried for any occupied site. This will be the responsibility of the 'Responsible Person' of the site or the main contractor (Principal Contractor under CDM Regs) to complete. They will be required to provide the John Clinton with the results of such an assessment prior to start of work. All fire precautions will be maintained to those standards as appropriate.

The new regulation clearly defines that the **responsible person** can be

- a) The **employer** in any workplace
 - i) For premises where no employer Person (occupier or owner) who has **overall management** of the premises (Principle contractor)
 - ii) Where no overall management control – the **occupier** (Client)

Where neither (i) or (ii) apply the **owner** of the premises.

3.3.2 Fire Evacuation at site

The organisation will be reliant on the Client, Main Contractor (Principal Contractor) to have established the appropriate fire evacuation policy. This will have already been established before work commences a John Clinton will inform the relevant supervisors of the procedures for that site.

The Principal Contractor will display full details of the evacuation procedures around the site. The Principal Contractor or nominated person is responsible for ensuring that the procedures are kept up to date.

3.3.3 Evacuation Procedure

If a person discovers a fire they must activate the fire alarm using the nearest break glass point. OR a person hears a continuous alarm (activated by the automatic system – smoke/heat detectors) if the system is functional.

If the system is not operational the alternative method, such as air horn, shouts 'Fire' must be used.

On hearing the warning sound, the person must calmly and speedily leave the building at the nearest exit. Do not stop to collect personal belongings, and under no circumstances use the lifts if present. They must then proceed to their designated assembly point and wait to be accounted for by their supervisor.

Only re-enter the building when given the go ahead by a Principal Contractor or client.

3.3.4 Assembly Point

This is a pre-arranged point, away from the building. The specific location will be displayed on the notice board and on the notice at each of the call points around the site.

3.3.5 Escape Routes

It is essential that all staff know the location of escape routes. They should also be fully aware of alternative safe exits, should one or more routes become inaccessible.

The following points must be adhered to:

- All fire exits and fire-protected routes must be kept clear of stock, equipment and rubbish at **all** times. This includes stairwells.
- All fire exit notices indicating directions of escape routes must be in position and clearly visible.
- Never use an extinguisher when you are alone.

3.4 First Aid

3.4.1 First Aid Information

Information concerning first aid arrangement at the construction site will be displayed at the site office of the Principal Contractor or notice board of the Client.

The organisation will provide information concerning its own arrangements concerning first aid direct to their employees

3.4.2 First Aider Policy

The First Aid Regulations require John Clinton to provide qualified Appointed Persons based upon the number of employees and the identified risks. The number of employees used at each allocated job is 2 possibly 3 persons at any one time.

This means that under the First Aid Regulations as a medium risk activity the ratio is 1 Appointed Person to 20 persons employed, even if classed as higher risk activity because on new/refurbishment construction site the ratio is 1 to 5 employed persons.

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All Supervisors used on any project have been trained as Appointed Person.

3.4.3 Appointed Person Duties

Appointed Person's duties will include:-

- Taking charge of the situation in the case of an accident.
- Call the ambulance, First Aider (if available from Principal Contractor) or advise the injured person to consult their doctor, as appropriate.
- Regularly check (normally monthly) the contents of the First Aid Box **and** restock as necessary.

3.4.4 First Aid Supplies

First aid supplies and equipment is provided and stored in the vehicle used to reach the site and is to be maintained by the Appointed Person. Replacement items are ordered through the John Clinton.

3.4.4.1 Contents Typical

The First Aid Legislation suggests the minimum contents of the box. In our case this is: -

Quantity	Description	Quantity	Description
6	Standard Dressing No 8 (Medium)	4	Triangular bandage (sterile) 90 cm x 127 cm
2	Standard Dressing No. 9 (Large)	10	Moist Wipes
2	Standard Dressing No. 16 (Eye Pad)	6	Safety pins
20	Wrapped sterile adhesive dressings	1	Guidance leaflet
1	Disposable resuscitator	1	Pair of disposable gloves

NEVER:

- Keep any medicines such as Aspirin and Paracetamol in the first aid box.
- Administer, i.e. give your own personal "Aspirins" etc., to other members of staff or visitors, as you could be **LEGALLY LIABLE FOR THE SIDE EFFECTS!**

4.0 Workplace

4.1 Hazardous Substances

4.1.1 Control of Substances Hazardous to Health (COSHH)

There is a need to handle all substances that may be hazardous to health with care; even innocuous chemicals can cause discomfort after prolonged contact. Poor working practices with chemicals may have a rapid and serious effect on health e.g. irritation, non-infectious dermatitis, allergic reaction.

It is organisation policy (where practicable) to use standardised, low risk products wherever possible. However, in some situations the use hazardous and flammable products are unavoidable.

John Clinton is responsible for obtaining the hazard data sheet, undertaking the COSHH assessment and providing such training, safety precautions, supervision, equipment and clothing, as is necessary to protect the health of all those who come into contact with these hazardous substances.

Substances that are classified as '**Corrosive**', '**Harmful**' and, or '**Toxic**' are only to be used as a last resort (i.e. if there is no less hazardous product available).

4.1.2 Hazard Signs and Labels.

Manufactures and suppliers are required by other regulations to place hazard-warning labels on their products and provide safety information to those who purchase them for use at work. These most hazard common labels can be found on everyday products:

- Toxic (Some windscreen De-icer sprays)
- Corrosives (Acids)
- Harmful/Corrosive (Paint stripper)
- Irritant (All Bleach products)

4.1.2.1 Risks

- Exposure to '**Danger to health**' products may poison and prove fatal
- Exposure to '**Corrosive**' products may kill living tissue (Damage eyes/skin)
- Exposure to '**warning**' products may irritate the skin, eyes and respiratory system.
- Exposure to '**Sensitiser, carcinogen, mutagen or teratogen**' products can induce serious and long-term ill-health effects.



Hazardous substances come in many forms, solids, liquids, gasses, mist, spray, dust and fibre's etc. The main routes of entry into the body are through inhalation, ingestion or absorption across the skin. Direct inhalation/abuse of an aerosol or other hazardous product is likely to be fatal. Always:

- Follow the guidance provided on the product label and the COSHH assessment
- Wear gloves and any other safety clothes/equipment that is stated
- If you are unsure obtain professional assistance
- Use in well ventilated area
- Do not eat, smoke or drink during use
- Wash hands and other exposed areas after use
- Never mix substances
- Avoid inhalation and contact with eyes and skin

4.1.3 Safe use of RPE

4.1.4 Half mask



This mask is for use using spray paints.

4.1.5 Filters used

The filter used for half mask respirators is for example Particulate filter 3M 2000 series part 2125 or equivalent. This provides dust protection level of P2R for solid and liquid particles up to 10 X WEL (Work Exposure Limit)

4.1.6 Storage, Spillage, Leakage and Disposal of chemicals

Certain cleansers and chemicals react violently with each other if mixed. The COSHH assessment will specify if segregation of individual products is required, (see corrosives and flammables) to prevent leakage and accidental mixing. Likewise, flammables must be stored out of direct sunlight and away from all heat and ignition sources. Standing an aerosol/flammable liquid on a window ledge may cause it to explode/ignite, as the Sun's heat is magnified by the glass and raises the temperature and pressure inside the can or container.

The disposal of all hazardous substances must be in accordance with the Environmental Protection Act, Regulations and codes of practice. Hazardous and flammable substances must not be disposed of in sinks/drains, toilets/sewers, onto the land or into the atmosphere.

4.2 Slips, Trips and Falls

Slips, trips and falls are the most common cause of non-fatal major injuries. Slips occur when the foot and floor surface cannot make effective contact/grip, usually caused when something has been spilt or when the shoe sole and floor are unsuited. Examples of these hazards are:

Slip hazards	Spills and splashes of liquids and solids Wet floors (following cleaning) Unsuitable footwear Loose mats on polished floors Rain, sleet and snow Change from a wet to a dry surface (footwear still wet) Unsuitable floor surface/covering Dusty floors Sloping surfaces
Trip hazards	Loose floorboards/tiles Loose and worn mats/carpets Uneven outdoor surfaces Holes/cracks Changes in surface level - ramps, steps and stairs Cables across walking areas Obstructions Bumps, ridges and protruding nails etc. Low wall and floor fixtures - door catches, door stops, Electrical and telephone socket outlets

Floors, steps and stairs must be maintained in good repair, cleaned regularly and examined for signs of wear. They must be free from holes or obstructions, not left in a slippery condition, and kept clear of rubbish and other items likely to be a hazard.

If the floor or stairs become damaged contact your line manager to arrange remedial action.

Slip and trip accidents may have different causes, but often have the same result. By looking at the contributing factors separately, it is possible to work out more accurately the cause of a slip or trip accident.

4.3 Housekeeping Standards

Individual Supervisors will have delegated responsibility for achieving and maintaining suitable housekeeping standards in the areas over which they have control, and ensuring that the following is carried out.

- Gangways and walkways must be kept and free from obstruction at all times
- In the event of gangways or walkways being temporarily obstructed, clearly identified safe alternative routes must be provided
- Sufficient identified scrap bins will be provided in all areas
- Bins will be emptied at routine intervals and at any time they become full
- Bins carrying flammable materials or those that may ignite spontaneously will be fitted with a lid.
- Materials will be stored in designated areas, in a safe manner, and will not interfere with emergency exits, fire-fighting equipment etc.

The above standards will also, where appropriate, apply to all external areas.

4.4 Manual Handling Operations Regulations

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disk
- Lacerations, crushing of hands or fingers
- Bruised or broken toes
- Various sprains and strains

Where the handling of any items, liable to cause injury or ill health, is undertaken, employees are required to obtain assistance and follow the manual handling guidance provided. Employees must not attempt to lift or carry any item which is beyond their physical capability or which may cause them harm.

Where practicable manual handling activities requiring physical effort are to be eliminated or the tasks redesigned to use mechanical means. No person is to lift, carry, support, and push, pull or move any item of significant weight, without having received adequate information, instruction and training. The Supervisor must ensure that their colleagues are not tasked with any manual handling activity, which may cause them harm.

The organisation will ensure that suitable gloves are provided and equipment to use, as required for handling materials which could cause injury.

The organisation will insist that all operatives when on site wear safety footwear.

4.5 Working at Height

4.5.1 Definition of 'work at height'

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

4.5.2 Duty Holders

Duty holders are:

- Designated person,
- Any person who controls the work of others (e.g. Site) to the extent they control the work.

4.5.3 The Regulations hierarchy

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height see below



4.5.4 Duty holders' responsibilities (Designated Person)

The Regulations require duty holders to ensure:

- All work at height is properly planned and organised;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is done is safe;
- Equipment for work at height is appropriately inspected;
- The risks from fragile surfaces are properly controlled; and
- The risks from falling objects are properly controlled.

4.5.5 Planning work at height

The Designated person must:

- Ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;
- Ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable;
- Plan for emergencies and rescue;
- Take account of the risk assessment carried out

4.5.6 When is a ladder the most suitable access equipment?

Where work at height is necessary you need to justify whether a ladder or stepladder is the most suitable access equipment compared to other access equipment options. You do this by using risk assessment and the hierarchy of controls.

When considering whether it could be appropriate to use a ladder or stepladder, you need to consider the type of work and its duration and the following factors. As a guide, only use a ladder or stepladder:

- In one position for a maximum of 30 minutes;
- For 'light work' - they are not suitable for strenuous or heavy work. If a task involves a worker carrying more than 10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment;
- Where a handhold is available on the ladder or stepladder; where you can maintain three points of contact (hands and feet) at the working position.

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4.5.7 Inspections

'Inspection' is defined as 'such visual or more rigorous inspection carried out by a competent person including any testing appropriate for those purposes'.

The Designated person must ensure that each individual place at which work is to be done at height is to ensure that checks are made on every occasion before that place is used. This involves checking the surface and every parapet, permanent rail etc.

The inspection must include:

- Collective fall prevention (e.g. guard rails and toe boards)
- Working platforms
- Personal fall protection (e.g. work restraints, work positioning, fall arrest and rope access)
- Ladders and stepladders

The inspection must occur

- After it is assembled or installed (or after it has been assembled and installed if both are required), if its safety depends on how it is assembled or installed;
- As often as is necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.

The Designated Person must ensure that before anyone uses any equipment which has come from another business, and before any equipment leaves your business, it is accompanied by an indication (clear to everyone involved) that the last inspection required by these regulations has been carried out.

The Designated Person must ensure that any platform used for (or for access to) construction work and from which a person could fall more than 2 m is inspected in place before use (and not more than seven days before use).

Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.

Any person carrying out an inspection of platform must:

- Prepares a report before going off duty, giving suitable details;
- Gives the report (or a copy) within 24 hours of completing the inspection to the person for whom the inspection was done.

Any report of a platform inspection must be kept:

- At the construction site until the work is completed; then
- On site for another three months.

The records must be kept until the next inspection has been carried out.

4.6 Welfare Facilities

4.6.1 Sanitary Convenience

The Principle Contractor will provide sanitary conveniences, which are sufficient and suitable for the persons on site. They will be maintained in a serviceable condition, regularly cleaned and be equipped with sufficient lighting.

4.6.2 Washing Facilities

Washing facilities, which are suitable and adequate for persons working on site will be provided by the principle contractor. A supply of clean, running hot, cold or warm water and, in addition, soap and clean towels or other suitable means of cleaning and drying will be available. These facilities will be conveniently situated, accessible and kept in a clean and orderly condition.

4.6.3 Drinking Water

An adequate supply of wholesome drinking water will be provided for all persons at the site.

4.6.4 Rest and Eating Facilities

Suitable and sufficient rest facilities will be provided at readily accessible places. Eating facilities will be provided where workers regularly eat meals at work.

Note: This does not imply that canteen facilities will be available at all times.

5.0 Work Equipment

5.1 Hand Tools/Equipment

5.1.1 Knives

Risks

- Cuts or stabs to the non-knife hand and forearm.
- Puncture wounds to non-knife hand.

Basic Safety Precautions

You must: -

- Never use a blunt knife.
- Always replace knives in their holder, when not in use, if applicable.
- Never lay them down on the work surface, where other objects may cover them.
- Never walk around with a knife in your hand unless the blade is covered.
- Always pick a knife up by the handle.

5.2 Step Ladders

All stepladders used will be at least to EN 131 (formerly British Standard 2037: 1990 CLASS 2 light trades. This will be marked on the platform.

All users are expected to carry out a pre-use check before using the stepladders.

Formal inspections of all stepladders will be carried out at suitable intervals, at least every 6 months and a record kept of such inspection will be kept.

A step ladder will be used for work at height only when the risk assessment has demonstrated that the use of more suitable work equipment is not justified because of the low risk and—

- The short duration of use; or
- Existing features on site, which cannot be altered.

A stepladder will be used on a stable, firm, surface to support the ladder so that its rungs or steps remain horizontal, and any loading intended to be placed on it.

A stepladder shall be so positioned as to ensure its stability during use.

5.3 Mobile Elevated Work Platforms (MEWP's)

Mobile Elevated Work Platform covers pedestrian controlled, self-propelled, power operated mobile elevator work and access platforms (i.e. scissor lifts, telescopic booms etc.).

At no time will the manufacturer's prescribed Safe Working Load (SWL) or the recommended height and reach be exceeded. The use of ladders, steps or boxes will not be permitted on the platform to gain extra reach by standing on the safety rail.

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Further recommendations by the manufacturer, relating to issues such as ground conditions, wind and wind speeds, use on roads etc. will be given due consideration when operating a platform.

A safety harness (to BS EN 361) attached to a safe anchorage within the platform will be worn at all times the MEWP is used. (A safety harness will never be attached to anything outside the platform). If work has to occur outside of the platform a suitable lanyard will be supplied to restrict movement when outside the cage. Where there are overhead obstructions or danger of falling objects in the area of operation, hard hats must be worn.

The driver will inspect MEWP's prior to first use. The results of the inspections will be entered into a log, which will remain, on file for a period of not less than three months.

Note: Where a platform is hired, exact responsibility for daily and weekly inspections will be established prior to use.

5.3.1 Training

All Operators will receive accredited training to make them competent in the use of platforms.

Operators will prove themselves competent in the use of platforms before being permitted to operate without supervision.

Note: Demonstration of the equipment by a manufacturer's representative will not be considered to constitute training. Only trained Operators will be allowed to operate a mobile elevating work platform.

6.0 Miscellaneous

6.1 Site tidiness (construction sites)

The organisation will ensure that, before work commences:

- Deliveries are programmed to ensure that excess materials are not stored on site,
- Storage area are defined and
- All operatives are aware of the requirement with regards to storage, cleaning up and tidiness on site.

The site supervisor will ensure

- That all personnel are made aware of the need to maintain the site in a tidy condition throughout the works
- That all waste materials are cleared and disposed of safely as work proceeds and
- That all waste material and debris are deposited into rubbish skips where provided or removed from site if none available.